

Introduction

A **project** is a set of tasks that needs to be completed to accomplish a specific goal. **Project coordination** involves managing the day-to-day operations of a project, making sure the resources are aware of deadlines and tasks that they are responsible, managing meeting minutes, and so on. A project coordinator works very closely with a project manager and is aware of the goals of a project.

Difference between Project Management and Project Coordination

A **project coordinator** role could be classified as a more entry level role to get into the field of project management. A project manager is ultimately responsible for the success or the failure of the project, whereas the project coordinator handles more administrative tasks. A project coordinator is also sometimes referred to as an executive assistant in a project. However, some project coordinator roles have extensive responsibilities.

Influence of Organizational Structure on projects.

Some organizations are run project based, while others are organized based on functional department. Depending on the type of organizational structure, the project manager's role could vary as having a lot of authority and accountability on the project to less accountability.

In Review – the Role of the Project Coordinator:

Jennifer began with acknowledging that she has already spoken a lot about project managers and their [various roles and responsibilities](#). She's also talked about [program managers](#) and other types of project management disciplines, and now she wants to explore the role of project coordinator.

Different Roles in Project Management

To get an idea of where the project coordinator sits in the overall structure of the organization, she first mapped out the [different project management roles](#). There is first the organization which has either a functional lead or a project manager.

The project coordinator is the person who reports to either the functional lead or the project manager. They are the next in the chain of command and do a lot of the logistics for managing the project.

Duties of the Project Coordinator

A project coordinator will [coordinate the schedule](#), the budget and the issues and risks of the project. It's their job to make sure the project is well-organized and that it runs smoothly. This can include communicating with various departments in the organization to make sure everyone is on the same page.

Project coordinators need to excel in a fast-paced and challenging work environment. There is always something that needs attention, more often many things, so the ideal project coordinator must be comfortable in a stressful atmosphere.

What Are the Qualities of a Project Coordinator?

There are many qualities that define a successful project coordinator. Jennifer listed some of the more important ones.

- **Detail Oriented:** Attention to detail is critical when you're overseeing so many different aspects of the project, all of which are important to its well-being and success. Be sure to highlight this aspect on your project coordinator resume.
- **Dependable:** The project manager is going to depend on the project coordinator to handle the minutia of the project's management, and therefore, it's crucial that the project coordinator is dependable and can be relied on to uphold their responsibilities [without having to be micromanaged](#).
- **Good Communicator:** Think of the project coordinator as the bridge connecting the project manager to various other project members, then you can see the importance of having superior communications skills. They need to understand the message and deliver it clearly to the target audience.
- **Productive:** The project demands productivity from its participants, and this is especially true for the project coordinator. Coordinators are often the grease that keeps the wheels of the project turning, so it's doubly important that they're productive.
- **Get Things Done:** The last thing a project manager wants is a project coordinator who is given a task and then doesn't follow-through. The project coordinator has a great deal of autonomy, but if they can't get things done, then it's all for naught. The ability to get things done is probably the biggest requirement on a project coordinator job description.

Jennifer suggested that all organizations should have a project coordinator who works under the project manager in order to have a smooth operation.

Pro-Tip: A project coordinator can better engage the team through [project management software](#). A PM tool can help with workload, remove roadblocks, assist with rate of deliverables, foster communication and add accuracy to reporting.

Transcription:

Today, we're talking about the role of the project coordinator. Well, we've been looking at the different project management roles. We've looked at the project manager, a program manager, portfolio manager, and today, we wanna talk about the project coordinator.

We often talk about the project manager and more and more we're seeing job openings for the project coordinator. And then, sometimes, organizations are looking to hire a project manager, but they're just not quite sure if they may just need a project coordinator.

So I want to look at a couple scenarios where the project coordinator reports into an organization.

Well, sometimes, the project coordinator reports directly into the functional lead. And in that case, they're typically managing the project on their own. And then, sometimes, they report directly into a project manager, and in that case, they're coordinating and reporting on a schedule, the budget, and any issues and risk.

So sometimes, project coordinators wanna remain a project coordinator. And then, sometimes, they're looking to segue into that project manager role.

So, when we think of project coordinator, they're basically responsible for keeping the project organized and running smoothly. And it's great for someone who enjoys a fast-paced and challenging environment.

So, some of the qualities for project coordinators are, they're very detail-oriented, they have a high attention to detail, they're very dependable, if they say they're going to do something, they're going to get it done.

They're also a good communicator so when they're sending out email communications or any kind of communication, they really think through the details of that communication, and who it needs to go to, and the message they need to deliver.

They're very productive and they just really get things done. As a matter of fact, for me, on my projects, I like having a project coordinator.

And for most organizations I work with, I recommend that the project manager has a project coordinator working with them so the project coordinator can focus on the details of the project, and allow the project manager to spend more time with stakeholder relationships, and be building those really strategic business relationships.

So, if you need a tool to help you as a project coordinator, then signup for our software now at ProjectManager.com.

Project Coordinator Duties & Responsibilities

Project coordinators need to be able to handle the following tasks to be as efficient as possible:

- Scheduling
- Organizing
- Record-keeping
- Monitoring progress
- Tracking paperwork
- Updating team members and partners
- Managing information flow

Project coordinators must be adept at multitasking, as they are generally required to perform a wide variety of tasks on a daily basis. While the specific role varies from company to company, project coordinators are generally expected to develop a schedule designed to meet necessary deadlines, communicate with team members about that schedule, and track work to make sure it is on pace to make deadlines.

When problems arise or if work is falling behind schedule, the project coordinator's responsibility is to make necessary adjustments and communicate with the project manager and team members about the issue.

Project Coordinator Salary

Earnings for project coordinators are tied largely to experience. The more that project coordinators prove they can handle projects successfully, the greater the demand for their services will be.

- **Median Annual Salary:** \$48,595 (\$23.36/hour)

- **Top 10% Annual Salary:** \$69,000 (\$33.17/hour)
- **Bottom 10% Annual Salary:** \$35,000 (\$16.82/hour)

Source: [Payscale.com, March 2019](https://www.payscale.com/march-2019)

Education, Training, & Certification

A formal degree in project management is not generally required. However, most employers look for several years of experience in their specific industry, and preferably a degree or certification in that field.

- **Education:** Though there often are no specific degree requirements, a bachelor's degree makes it a lot easier for job candidates to get a foot in the door. A degree in communications, business, business management, or other similar fields can provide the necessary skills.
- **Certification:** Employers look for expertise in the software used by professionals in the field, so certifications in [PRINCE2](#), Microsoft Office, or Primavera can be beneficial.

Project Coordinator Skills & Competencies

Project coordinators need to be organized, efficient, good at multitasking, and driven to succeed. Some specific skills necessary for this line of work include:

- **Communication:** To develop and maintain schedules, project coordinators need to be aware of the challenges or obstacles that team members may be facing, and team members need to be aware of the expectations of the project coordinator.
- **Problem-solving:** Projects rarely go exactly as planned, and the best project managers incorporate contingencies into their planning. Before problems arise, they have plans ready to be implemented and strategies for circumventing those obstacles. When a completely unexpected problem arises, project coordinators need to be adept at addressing it as quickly as possible.
- **Time management:** One stage of a project often relies on another stage meeting its deadline or maintaining its schedule. This kind of coordination makes it vital that project coordinators keep tight schedules.
- **Budgeting:** Projects cost money, and project coordinators need to know how to best allocate resources in order to accomplish goals.

Job Outlook

The U.S. Bureau of Labor Statistics does not track information for project coordinators, but project managers are projected to see 8 percent job growth for the decade ending in 2026. This is slightly better than the national average of 7 percent for all jobs.

Work Environment

Work environments can vary significantly depending on the industry in question. Whether it is construction, information technology (IT), or some other field, project coordinators spend significant amounts of time meeting with team members, assessing work, and reporting back to the project manager. Some fields, like construction, involve spending a lot of hours outside, while other projects might be strictly office-related.

Work Schedule

Work schedules generally are consistent with standard business hours, but the closer projects are to reaching their deadlines, project coordinators may need to work evenings or weekends. The nature of the industry also can impact hours. A project coordinator working in an industry that involves evening or weekend hours, as a rule, might also have to work nontraditional hours to be in touch with team members.

<https://www.projectmanager.com/training/role-project-coordinator>

<https://study.com/academy/lesson/what-is-project-coordination.html>

<https://www.thebalancecareers.com/what-are-project-coordinators-2779611>